

**191—23.7(516E) Filing procedures.**

**23.7(1) *Prepaid envelope.*** The administrator may date-stamp and return material upon request if the filing is accompanied by a self-addressed envelope large enough to return the date-stamped material and with sufficient prepaid postage.

**23.7(2) *Annual filing—late filing fee.*** If the annual filing required by Iowa Code section 516E.3 is not filed or postmarked by the first day of August, the filing fee shall be accompanied by a late fee of \$25. If the annual filing is not filed or postmarked by the first day of September, the filing shall be accompanied by a late fee of \$50.